

XXXXXX AGENCY

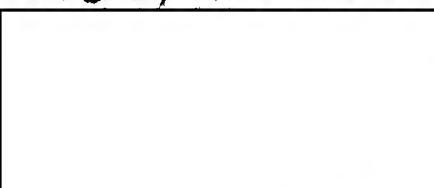
XXXXXXXXXXXXXXXXXXXX 2430 K St., N.W.

October 7, 1947

VIA AIRMAIL

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[REDACTED]
Foreign Broadcast Information Branch



SUBJECT: Correspondence with CIA and FBI Washington Office

1. All official correspondence from field bureaus to the Washington office will normally be addressed to the Chief, FBI, with one carbon copy for routing to other officials.

2. Letters to the FBI Washington office may be marked for the attention of another official on the FBI staff if they clearly fall within the jurisdiction of that official or concern matters previously referred to him; but it is not necessary that they be so marked.

3. Letters may be addressed to officials of other CIA offices in acknowledgement of or reply to correspondence directed from them to chiefs of field bureaus; but such acknowledgements and replies will be routed through the Chief, FBI. The initial correspondence on any subject, such as personnel information, authorization for expenditures, etc., will be addressed to the Chief, FBI.

4. Teletype messages may be addressed to the attention of the FBI official within whose jurisdiction they fall to avoid time lag in referral; but if there is any doubt as to the appropriate recipient, they should be addressed to the Chief, FBI. Phrases such as "Please inform Personnel" and "Please request Finance" are unnecessary and undesirable.

Very truly yours,

[REDACTED]
Chief, FBI

This document part of classified integrated file. NAME CHECK required prior to individual classification action.

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 Declassified
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